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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

30 November 1953

DISTRIBUTION

Acting Deputy Director (Administration)
General Counsel
Director of Security
Auditor-in-Chief
Personnel Director
Comptroller
Chief, Logistics Office
Chief, General Services Office
* Chief, Organization and Methods Service
Chief, Medical Staff
Director of Training
Assistant Director for Communications
* Chief of Administration, DD/P
Special Assistant (Administration), DD/I
Chief, Project Administrative Planning Staff
Special Assistant to the DD/A (2210 E Street)

* Not present

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25X1A9A 1. Colonel White opened the meeting at 2:30 p.m. and asked if anyone
25X1A9A had anything to bring up. [redacted] stated that the U. S. Court of Appeals
25X1A9A had handed down a decision which he believed was of interest to the Agency,
namely, that an employee with an unsatisfactory rating could not be terminated
if a previous notice of 90 days had not been given. Colonel White asked Mr.
[redacted] to look into it for possible application to this Agency and to nail down
a definite period of notice.

25X1A9A 2. [redacted] asked if anything had been determined in regard to the
status of the Agency on the Saturdays after Christmas and New Year's. Colonel
White stated that Mr. Dulles does not feel any notice should be issued but that
we should be open for business. There might be less on duty than usual, but
it would not be the same as Sunday. In any event, nothing will be put out in
writing.

3. Colonel White announced that a satisfactory program had been finally
worked out in regard to the 1 January 1954 pay day. The checks will be dated
1 January 1954 and will be given to employees on 31 December. Employees will
be cautioned that the checks will not be negotiable until 1 January 1954.

4. Jim Garrison advised that requirements based on the revised support
figure has enabled the making up of tables of organization, allowances, and
equipment. These coupled with standardization of equipment by areas will result
in a fairly accurate forecast of material being available by 1 January 1954.

25X1A9A 5. Colonel White asked [redacted] to give us a progress report on regu-
25X1A9A lations. [redacted] stated that the Regulations Control Staff had been in
being for exactly eleven months and the Offices had advised titles for 340
regulations. He gave a summary of the regulations as follows:

68 or 20%	have been published
7 or 2%	have been withdrawn by the originator
25 or 7%	have been returned to the originator for additional information
24 or 7%	are in process of coordination
18 or 5%	are awaiting authorization
48 or 14%	are being edited by Regulations Control Staff
150 or 45%	have not been submitted to the Regulations Control Staff

340 100%

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25X1A9A [redacted] stated when regulations are returned to the originator for revisions there is a tendency to delay getting them back to his Staff. He requested that this be watched very carefully. In regard to the 150 not submitted, he advised he had no ideas as to why. He further recommended that each Office review its requirements and see what can be done to speed up the process. 25X1A9A [redacted] further stated that the 20 per cent completed is not the real picture as, in reality, with what is now in progress, it is nearer 60 per cent.

25X1A9A 6. Colonel White stated that the Agency has criticized the DD/A Offices for not having adequate regulations, and that, while we are much further along than it appears, he is most anxious to have a complete and adequate set of both headquarters 25X1A9A regulations. He joined [redacted] request that the Offices inventory their regulations, determine just where they stand, render a progress report, and to get behind the program and push it. He further stated, "Regulations are very important and to be correct must have your personal review and O.K."

25X1A9A 7. Colonel White also advised that the major reason for the slow down of regulations is that policy was not decided before coordination. He suggested that when a policy question is involved a staff study be prepared and forwarded to this Office in order that it can be resolved, if necessary, by the DCI.

25X1A9A 8. Colonel White advised that [redacted] report to the Director in regard to his trip was most excellent and constructive and that it will be presented by [redacted] at the Assistant Directors' meeting.

25X1A9A 9. Colonel White urged the meeting of deadlines. He said that five or six times in the last three or four weeks deadlines had not been made, and this was most embarrassing, particularly when it involved reports outside of the Agency. He suggested this Office should have at least one week to review and sign letters, reports, etc. to outside agencies and that this time was most necessary if the Director's signature is required. Colonel White advised that in many cases this Office knows nothing about the report or when one is due. For this reason a memorandum has been sent to all DD/A components requesting this Office be advised well in advance of circulars, requests for reports, etc. received from outside agencies.

25X1A9A 10. Colonel White announced that the orientation for [redacted] who is to be our Senior Representative [redacted] will be held December 11 and 12. 25X1A6A He requested all Offices to make the most of this opportunity and to use the briefings not only to give [redacted] an over-all statement of their mission and functions but to point out how their work ties in with his operation. 25X1A9A

11. Colonel White discussed the training being furnished employees of the DD/A Offices. He indicated that the DD/P paper on minimum standards is good but that our Offices are not doing as much about it as we should. He further advised that the DD/P accepts the plan that the DD/A Offices are to furnish specialists. To meet this requirement we must look ahead to be sure we can supply the people, select them in advance and to make certain they receive the necessary training.

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12. Colonel White remarked that every Office has a problem in regard to overseas personnel that come within the scope of their Career Service Boards. He suggested they find out about such people, when they are due to return to the States, to make sure replacements will be available, and that the man overseas knows where he is to go upon return. We do not want him to feel that he is a forgotten man.

13. Colonel White pointed out that all Career Service Boards are advisory, that while the Chief of an Office can delegate authority to the Board, he cannot delegate to the Board his responsibility for personnel actions. He advised the question as to whether the Board should pass on all types of personnel action for grades 14 and up was voted down by the DD/A Board, and that while Offices do not put all personnel actions through the Boards, it was his opinion that most actions should go through the Board in order to avoid criticism. He suggested to avoid overburdening the Board, the Secretary pass on the routine cases and only refer questionable cases to the Board.

14. Colonel White advised that while deciding who goes to certain jobs is the responsibility of the Chief of the Office, it is unwise to put a man in a position if such man is not looked upon favorably by the Office to which he is assigned. This is particularly true in regard to DD/P areas. He suggested consultation, asking for their suggestions, and working out a solution agreeable to all parties. Mr. Garrison stated this works in reverse sometimes and wanted a procedure worked out which would clarify this situation.

15. Colonel White stated that he wished to urge only personnel who are willing to go overseas be employed. If such a policy is not followed, the number of personnel available for overseas duty will be reduced.

16. Dr. Tietjen raised some questions on the Career Service Program and suggested a meeting to discuss. It was agreed that such a meeting would be held and the Offices were requested to prepare questions and raise problems for discussion at the meeting. No date was set for the meeting.

25X1A9A 17. [REDACTED] asked if we should endeavor to tie the new ceiling in with a T/O. Colonel White stated that it was his opinion that this should be done and indicated that the Offices proceed accordingly.

25X1A9A 18. Colonel White then raised the point as to how often these meetings should be held, and after considerable discussion it was determined to hold them once a week at 2:30 on Mondays. It was suggested that if anyone has special questions or problems to take up, he should advise [REDACTED] prior to the time of the meeting.

19. The meeting was adjourned at 3:40 p.m.

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